VERMONT

Vermont Department of Forests, Parks & Recreation

Recreational Trails Program
Application Guidance
Work Plan, Map, and Budget
Form

All RTP pre-application and grant applicants are advised to read this document.

Work Plan Instructions:

- Tell/clarify what work will be done with the grant funds and how the work will be done.
- Work plan should provide sufficient enough detail so when the project is done, people will know how grant funds were used;
- The work plan is used in the grant agreement if your project is awarded a grant;
- Tell what tasks are entailed with major maintenance, restoration, trail rehabilitation or new trail construction; Tell what new structures, signs, kiosks, bridges, etc. will be built or installed;
- Include length/width of the new trails, sections to be worked on, approximate length of new switchbacks, number of switchbacks, total feet of trail to be worked on; number and type of structures to be installed (i.e. footbridges, culverts), labor, materials and equipment used;
- The work plan is to show what work will be done and how versus the cover letter which is to give any background history of the project or rationale why the work is needed.

Sample Work Plan:
ABC town will construct a new hiking trail, approximately 2 miles long, with a trail tread of 18-24", from the ABC Trailhead parking area to the summit of ABC mountain, as generally depicted on the map. Work includes installation of (2)footbridges, each bridge 24 feet long x 5 feet wide, one approximately 1,000 feet from the trailhead, the other approximately 1,450 feet from the trailhead heading to the summit. Bridge locations are shown on the attached map;

Sample Work Plan:
Work to be done with this grant includes reconstruction of the existing 25-year old multi-use trail, currently 6,000 feet long x 5 feet wide. Work includes removing organic soil down to mineral soils, approximately 6 inches deep, the entire length of the trail to a width of 8 feet and installing filter fabric, adding 2"+/- gravel with fines and 4" +/- crushed stone to match existing grade. The finished surface will have a maximum 3% cross-slope. Construction of the new trail will be performed by a hired contractor. A kiosk will be constructed & installed at the trailhead parking area which provides access directly to the trail. Two trailside wooden benches will be installed, one approximately 2,000 feet from the trailhead, the other at approximately 4,000 feet from the trailhead, as generally depicted on the attached map.

Budget Form Instructions:

The budget form is used to determine the estimated project cost by listing the costs of supplies, materials, and labor needed to complete your project. The Budget Form is found on line @: http://fpr.vermont.gov/recreation/grants/rtp

Instructions:

- Round each line item to the nearest dollar.
- List all materials to be purchased and their estimated costs.

- List labor costs that will go into the project.
- Identify in-kind labor and any donated materials or labor.
- Provide a brief description of each line item, explaining how you arrived at the estimates.
- Show hourly wage rates or weekly rates for labor.
- Show the number of hours or weeks used to arrive at estimated labor rates.
- List equipment to be rented and show rates for equipment rentals.
- If referencing a formal estimate provided by a vendor, attach copy of estimate. Do not enter into any contract arrangement with a vendor, it may disqualify you from receiving a grant.
- Be sure the budget includes all eligible project costs you anticipate incurring.
- Include costs of professional site assessments for permits, clearances and engineering, up to 18 months prior to the anticipated date of grant approval.
- Include construction costs and costs to make any repairs. Include labor, materials and supplies.
- Skilled labor is professional labor to be paid for at professional wage rates or a contractor's fees.
- Unskilled volunteer labor is non-professional labor and should be calculated using minimum wage rates; Vermont minimum wage rate for 2016 goes up to $9.60/hour.

Materials, supplies, and labor donated are "costs" or "project expenditures" in a project. List all expected project costs. Include donations of supplies/materials and labor. The value of donated supplies/materials and labor must show up in the budget as both a project cost and as a part of the match.

Budget Form Instructions Line by Line:

A. Environmental Permitting, Archeology and Engineering Planning Costs
    Include permitting fees, site inspections, professional surveys, professional engineering designs and site plans, trail design layouts, structural specs for trailhead and trailside facilities or amenities;

    These costs are part of the cost of doing a project and may be applied to your match if incurred before grant approval.

    Pre-project-approval planning costs incurred by the Sponsor are part of the cost of doing a project and cannot be reimbursed with the RTP grant, but these costs may be used toward the non-Federal share of a Sponsor's match, as pre-agreement planning and environmental assessment costs, so long as the costs are incurred no more than 18 months prior to project approval. If you choose to use pre-agreement planning and environmental assessment costs as part of your match, list the costs as "Pre-Agreement Costs" in this section of the budget form. Since costs are limited to be only those costs incurred less than 18 months prior to project approval, sufficient documentation (invoices and proof of payment) will need to be sent when the Sponsor submits a grant reimbursement.

B. Grant Administration (the estimated expenses a sponsor will incur AFTER grant approval) A small portion of the total project cost can be calculated for project record keeping,

preparing reimbursement requests, scheduling work crews, purchasing materials, etc. Specify wages that will be devoted to this administration.

Example : Administration time : 1 staff X 40 hours @ $20.00/hour = $800.00

C.   Construction Design & Engineering
Document costs for design and engineering of trails, trailside amenities, or trailhead facilities such as bridges, boardwalks, toilets, kiosks, etc. Specify wage rates and estimated hours of work   or professional fees to be charged ;

D.   Construction/On-Site Labor
List labor costs for construction and maintenance here ; You will see separate line items for skilled labor (to use professional labor costs) and unskilled labor (to use minimum wage rates).

Include the value of donated labor and list as either :

- Donations of unskilled labor (calculate at the minimum wage rate for 2016 - $9.60/hour)
- Donations of skilled labor (professional labor donated by someone professionally skilled to   do the work)

For donations of skilled labor, the value calculated is the professional wage rates in the project locale for the labor being donated.

In other words, if someone donates professional labor with a set of skills they can be or are professionally employed for, then the value of their labor is to be calculated at skilled wage rates.

For donations of equipment rentals or equipment operators donating time to operate heavy equipment, equipment rental rates and skilled wage rates should be used in accordance with rates in a project's locale. For organizations who own & use their own equipment, federally acceptable equipment rates must be used.

Examples :

VYCC crew costs for 2 weeks at $8,000/week	$16,000.00
ABC Trail Building Co. Construction costs	$10,000.00
(1) Trail Project Manager/Project Coordinator (80 hours @ $20/hr.)	$ 1,600.00
(10) Volunteers Skilled Trail Builders (20 hours each) @ $15/hour	$ 3,000.00
Equipment Operator (Excavator) $ 22/hour @ 10 hrs.	$ 2,200.00
Total Project Cost	$32,800.00

E.   Hand Tool Purchase
Purchase of small hand tools may be necessary for a project if it is more cost effective than renting equipment. List tools and cost.

F.   Construction Equipment Rental
List each piece of equipment to be rented, list the rental rate and estimated number of hours to

be rented for ; If a town or an individual is donating the use of their equipment, use current federally acceptable rental rate for equipment. Remember that operators of equipment are also project costs and should be listed either here with equipment rentals or in Section D, as on-site labor costs.

G. <u>Materials/Supplies Purchases</u>
List all materials to be purchased or donated for the project.
If donated, list both here and in the Sponsor Match Summary Sheet.

H. <u>Publications Research & Design</u>
Complete this section for any fees associated with research and design of a publication or kiosk materials included in your project.

I. <u>Other Expenses Not Listed Above</u>
If you have other expenses that you cannot list in sections above, list them here with sufficient enough information to support how you arrived at the estimated cost. Before listing additional items, be sure they are permissible and refer back to the Eligibility section of this guidebook.

<u>Total Project Cost</u>
Total all expenditures listed in the budget (Sections A – I). This is the total estimated project cost.

<u>Sponsor Match</u>
Sponsors must come up with a 20% Sponsor match (or greater). List the amount of Sponsor Match.

<u>Total Grant Request</u>
Subtract the Sponsor Match from the Total Project Cost.

<u>Sponsor Match Summary Form</u>
This section of the application is set up for sponsors to list all sources of match obtained for the trail project. RTP grants provide up to 80% of a total project's cost. Sponsors must provide 20% match.

Match can come from multiple sources. FPR encourages Sponsors to garner match through a variety of sources.

<u>Match categories:</u>
List each source of match as a line item under the four categories listed on the match summary form, shown and defined below:

<u>Federal Funds:</u>
Sponsor match may include other federal funds. However, when using other federal funds such as the U.S. Forest Service, Land & Water Conservation Funds, Scenic Byways or other Surface Transportation Funds, the total federal share from all federal sources cannot exceed 95% of the total project cost. Please contact the RTP Administrator if you are considering matching RTP with other federal funds.

State Funds:
Match from state funds, state appropriations, state grants, etc.

Local Funds (local government/public funding):
Match using local funds set aside by the Town (or City) for the project.

Private Funds (Foundations, Cash Gifts):
A sponsor's direct cash match, from cash contributions, memberships, foundations or cash gifts for a project, fundraising events that raise money are a contribution of a cash match; town force/donated labor from the town, local business donations, trail project volunteers;

Donations in labor and materials can be private funds, but if organizations are donating labor, ask if the labor being donated is being paid for through federal, state, local or an organization's private funds.

If other grants are being used as match, specify if the grant has been awarded yet, or is still pending. If a grant is pending, please provide the estimated award date. Attach confirmation letters or memos from grant programs you list as match.

Donations of Equipment and Materials
If equipment or materials will be donated, records must be kept indicating what is donated, with the value of the donation.

Businesses donating materials or equipment must specifically list items being donated on an invoice, clearly marked 'donation' on an invoice signed by an authorized representative of the business who makes the donation.

Donations of Time and Labor (volunteers)
The time of a person donating services may be considered acceptable sponsor match. Their labor is valued as either skilled or unskilled labor.

Donations of unskilled labor is calculated at minimum wage rate which will be $9.60/hour in 2016.

For donations of skilled labor (professional labor being donated by someone professionally skilled to do the work) the value calculated are the professional wage rates in the project locale for the labor being donated. In other words, if someone donates professional labor with a set of skills they can be or are professionally employed for, then the value of their labor is to be calculated at skilled wage rates.

For donations of equipment operators donating time to operate heavy equipment, skilled wage rates should be used in accordance with wage rates in a project's locale. Please refer to: Vermont Highway Wage Rate Decisions (for Federal-Aid Projects), 2016 General Wage Decisions @: http://www.aot.state.vt.us/civilrights/labor.htm

Budget Formulation with Match (example):

	$ 5,000.00
Labor Costs (contractor)	$10,000.00
Town Force/labor (in-kind)	$ 5,000.00
Value of Volunteer labor	$ 5,000.00
Total project cost :	$25,000.00
(Minus) Sponsor Match (20%)	$ 5,000.00
Grant Request	$20,000.00

(Total project cost minus match amount)

Map:

Follow instructions found here in, and attach to your application, as instructed in the application. Maps should clearly mark the trail(s) by name, consist of a legend, or key, and clearly show/indicate the work area on the map (showing what work will be done where).

In the legend, or key, label the elements of the project work plan on the map. It's a good idea to ask someone who knows nothing about your project if they can interpret your map.

Mapmaking Help and Tools:
There are many tools and resources for helping to make a good map found onling through the Vermont Center for Geographic Information (VCGI):
http://www.anr.state.vt.us/dec/maps.htm

VCGI manages the Vermont Interactive Map Viewer, where you can make your own map via an easy online platform. See http://maps.vermont.gov/vcgi/vtmapviewer/ to get started. You can add shapefiles, map layers and download your map in a number of file formats, as well as download all georeference data.

If you need support for developing your map, contact your Regional Planning Commissions (RPC's) and let them know you are applying for grant funds for your project and you need to develop a map for the grant application. Each of the 11 RPC's in Vermont has at least one GIS specialist on staff to help you develop a map for your project. RPC staff provide GIS expertise to their member towns as well as to support the planning function of the RPC. They are invaluable resources to schools, nonprofits, and other government agencies working in their region. RPC's are also the best source for local GIS data. To find an RPC near you, go to the Vermont Association of Planning and Development Agencies (VAPDA) website:
http://www.vapda.org/.

General Location Map and Specific Location or Site Map

Basic Cartographic Elements for your maps:

- Map Title (see examples under General and Specific map types below)
- Date of Map

- North Arrow
- Appropriate Scale
- Map Legend (specify "existing" vs. "proposed")

General Location Map Elements - A larger scale area map than a specific location or site map:

- Basic cartographic elements
- Map Title ("General Location Map for "Project Name")
- Roads
- ≤ 100ft contours
- Town/County Boundaries
- Potentially Significant Natural Communities (if known)
- Potentially Significant Archeological Areas (if known)
- Waterways/bodies
- Prominent landmarks
- Trail/trailhead locations
- Text box with simple directions to the project from a major highway

Specific Location Cartographic Elements or Site Map Elements –The site map shows a detailed layout of your project, with elements noted in your work plan.

- Basic cartographic elements
- Map Title ("Specific Location Map for "Project Name" or "Site Map for "Project Name")
- Roads
- ≤ 100ft contours
- Box with GPS (latitude/longitude) coordinates, in degrees, minutes, seconds format
- Ownership parcel boundaries
- Existing trails with areas to be worked on highlighted, proposed trail(s), structures etc.
- Location of all proposed project work elements identified in the work plan (new trail, tread rehab, footbridges, boardwalks, re-routes, etc.)
- Potentially Significant Natural Communities (if known)
- Potentially Significant Archeological Areas (if known)
- Waterways/streams/wetlands/water bodies
- Trail/trailhead locations
- Ownership of the trail's parcel boundary/ies

It's easier to develop an image of what your project will accomplish when details of your project are clearly shown on the site map. An accurate & clear cartographic communication of your project in geographic context will allow reviewers to fully understand and fairly assess your project and environmental, archaeological, and other technical reviews to occur efficiently. **SEE SAMPLE MAP ON NEXT PAGE.**

Recreational Trails Program: Specific Location Map
ABC Town Forest   ABC Trail Project

N

TOWN of

West ABC Road
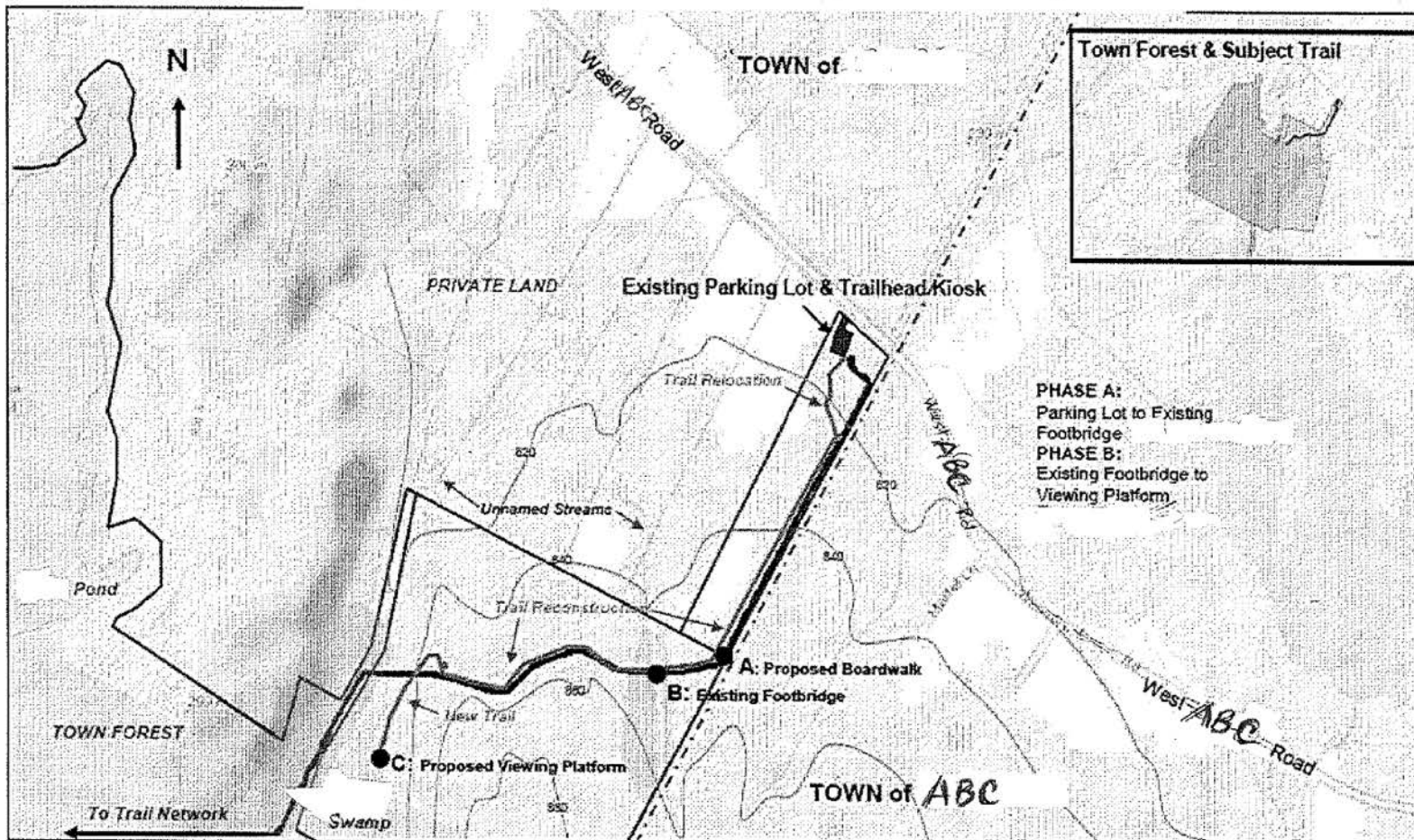
Town Forest & Subject Trail

PRIVATE LAND

Existing Parking Lot & Trailhead Kiosk

Trail Relocation

PHASE A:
Parking Lot to Existing Footbridge
PHASE B:
Existing Footbridge to Viewing Platform

820

Unnamed Streams

820

Pond

Trail Reconstruction

840

A: Proposed Boardwalk
B: Existing Footbridge

New Trail

TOWN FOREST

C: Proposed Viewing Platform

TOWN of ABC

West ABC Road

To Trail Network

Swamp

MAP LEGEND

— Existing Trail (Blue)
▦ Proposed Trail Improvements (Green)
— Proposed Closures of Existing Trail (Red)
— · — ABC Town Line
ABC Town Forest Parcel Boundaries
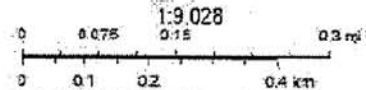ABC Tax Map Parcel Boundaries

GPS Coordinates (at Parking Lot, 599 West Road)
Latitude: 44° 38' 8.203"
Longitude: 73° 2' 59.826"

- - - Contour Lines
● A Proposed Boardwalk (80'x5')
● B Existing Footbridge (30'X5')
● C Proposed Viewing Platform (600 square feet)
  Potentially Significant Archeologically Sensitive Areas

1:9,028

0   0.075   0.15   0.3 mi
0   0.1   0.2   0.4 km

Sources: Esri, HERE, DeLorme, TomTom, Intermap, Increment P, CEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, OpenStreetMap contributors and the GIS User Community

Other attachments you may want to consider adding to your application:

- Photos: Attach photos if you can; Photos can provide visual support to your work plan, so reviewers can see current conditions.

- Engineering design plans/construction designs: Attach for structures (bridges, etc.) in the project.